



CALIFORNIA'S
STEM CELL
AGENCY

Director of Administration

Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

The mission of the Administration group is to support the overall mission of CIRM by delivering outstanding communications, information technology, and human resource services to the Institute and by providing CIRM's Governing Board with timely and comprehensive support that, in turn, enables them to provide CIRM with the best guidance possible.

The Director of Administration, reporting directly to the President and CEO of CIRM, and to the Chairman of the Governing Board on board related matters, will have overall responsibility for leading a cross-functional team of professionals that comprise the Communications, Information Technology (IT), and Human Resource departments of the Institute. Importantly, the Director is also responsible for managing all Governing Board activities and communications.

The successful candidate will be a strong leader of people with an innate sense of customer service, who delivers outstanding results and inspires the team to find new and innovative ways to meaningfully advance CIRM's mission.

Responsibilities

In this position you will be accountable for:

Managing and Supporting CIRM's Governing Board



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- Serving as chief liaison and primary contact for CIRM Board Members and working directly with the Chairman to ensure accurate, complete, and timely communication with board members regarding CIRM activities and initiatives.
- Managing the workflow and agenda for the Board and its Subcommittees, and participating with the Chairman and other CIRM leadership team members in strategic planning.
- Coordinating teams that drive development of Board policies and procedures along with those CIRM-wide policies and procedures requiring Governing Board input and oversight.

Providing Outstanding Information Technology Services

- Creating a fast-paced, entrepreneurial environment where the Information Technology team is continuously engaging stakeholders to find new and innovative ways to provide outstanding IT products and services.
- Working with the head of IT to develop and implement operating plans to better support the mission of CIRM.
- Critically assessing the performance of the IT team and implementing constructive course corrections as necessary.

Demonstrating Excellence in Public Communications

- Working with the head of Communications to develop and implement operating plans that provide clear, timely and impactful information to CIRM's stakeholders.
- Working with the Communications team to ensure that all public communications, writings, presentations, and messaging coming from CIRM are correct, of a consistently high quality, and accurately represent the brand, mission, and values of the Institute.
- Critically assessing the performance the communications team and implementing constructive course corrections as necessary.

Delivering Exceptional Human Resource Services

- Working with the head of Human Resources to recruit and develop top talent.
- Providing outstanding HR services to CIRM employees.
- Critically assessing the performance of the Human Resources team and implementing constructive course corrections as necessary.

Leading Authentically

- Demonstrating in your words and actions commitment to CIRM's mission.
- Serving as an engaged and productive member of the CIRM Leadership Team.



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- Working with the other members of the CIRM Leadership Team to coordinate workflow and share best practices to drive CIRM's mission.
- Recruiting, developing, and retaining a team of exceptionally talented professionals.
- Knowing what “great” looks like and using that vision to set clear direction that is fully understood by the entire Administration Team.
- Coaching and motivating the team to achieve extraordinary results.
- Focusing on results and holding team members accountable to their commitments.
- Recognizing, congratulating, and thanking team members for outstanding performance.

Requirements

- An “all in” commitment to accomplishing the CIRM mission.
- Bachelor's degree in related field.
- 12 years of relevant experience.
- 5 years of leadership experience.
- Experience working closely with a board of directors.
- Proven track record of building and leading effective multi-disciplinary teams.
- Ability to provide clear direction and make sound business decisions despite having limited information.
- Experience in both public and private sectors.
- Deep understanding of communications and public relations and the role they play at a public agency.
- Outstanding communication skills.
- Ability to make clear, concise and impactful presentations.

Position Details

Location: San Francisco, CA

Schedule: Full-Time. Must be able to work outside of normal business hours.

Travel: Must be able to travel domestically and internationally as necessary.



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Salary Range and Benefits

The salary range for this position is \$162,877-\$244,204. CIRM offers a competitive compensation package. The position is open until a suitable candidate is found.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.
Electronic applications preferred.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.